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| Subject: | *Software Innovation Studio* |
| Meeting Date: | *2022/09/07* |
| Attendees: | *Himanshu, Anesu, Ahmed, Harrison, Maria, Jacob, Amana* |
| Minutes Issued By: | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Retrospective*  *Agenda:*   1. Retrospective acknowledgement 2. Discussing what went well 3. What didn’t go well 4. Action items | |

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| **Progress/timeline summarise** |
| *Milestones:* (*List expected project milestones by today workshop; refer to the timeline in Team Charter*)   * Retrospective acknowledgement * Discussing what went well * What didn’t go well * Acrion item   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)  My team has been making good progress in the development of the project. We discussed what we have been doing and what we will be doing in the future. Our team feel confident in our project. |

| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
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| 1. Retrospect Acknowledgement  * Harrison: testing on own environment. Need to input some more data. Need to do collaborative development over the weekend. Test of clustering algorithm. * Our team got the most votes from the pitches * Frontend team is organized, has distributed tasks and started development * Himanshu – Left slide of the recommendation (preferences) * Amana – Right side of the recommendation (results section) * Jacob – Landing  1. What went well:  * Communication * Teamwork * Great Pitch * Documentation   3. What didn’t go well:  - Time management with all other commitments and group of 8  4. Action Items:  - Designing a backend plan including ML, backend structure and data flow – Harry   * Backend team to work on designated tasks based on the backend plan * Anesu to plan connection between backend and frontend. |

| **Miscellaneous Items:** |
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